

Permit Coordinator



Job Code: 2221
Grade: 132
Reports to: Permits & Inspections Director
Salary Range: \$59,583 - \$92,531
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional work in the review of detailed architectural drawings, building and construction plans for compliance with building code requirements and legal standards; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work under the general supervision of the Permits and Inspections Director. Limited supervision is exercised over inspections staff.

ESSENTIAL FUNCTIONS

Overseeing commercial and industrial plan review and permitting process for conformance with standards and compliance with applicable codes; approving and issuing permits; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Reviews detailed architectural drawings and certifies building, plumbing, electrical and mechanical plans, sketches and specifications for conformance to the applicable codes.
- Applies technical and professional expertise to development projects and associated personnel.
- Ensures that projects are designed, permitted, and completed within proper code and ordinance guidelines.
- Coordinates the design, permitting and inspection processes.
- Interprets codes for City personnel and external contractors.
- Prepares reports and feasibility studies.
- Supervises, trains, schedules and evaluates employees responsible for enforcing codes and ordinances.
- Provides technical guidance to staff.
- Works on a daily basis with contractors, owners, and developers to secure compliance with approved plans and permits.
- Maintains files on all review comments initiated from City staff on the review of construction plans.
- Enforces national and local building codes, life safety codes, and national standards for structural integrity.
- Provides guidance, technical assistance, code interpretation, and problem solving for field inspectors.
- Determines requirements for permit and plan submission, reviews and updates standards and forms.
- Maintains necessary records and reports.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of all types of procedures for the review of construction plans; thorough knowledge of the common technology associated with the architectural and engineering profession; comprehensive

knowledge with building codes and related laws and ordinances; ability to detect poor design in plans review, inferior materials and hazards of fire and collapse; ability to read and interpret construction design plans, specifications, and blueprints quickly and accurately and to compare them with construction in process; ability to contact building owners, architects, engineers, contractors, and the public and effect satisfactory working relationships.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, Engineering, or related field and five (5) to seven (7) years of professional experience in engineering, architecture, or building plans review and inspections; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Master Code Official Certification issued by Building Officials and Code Administrators International preferred.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.